Agenda Outline for Phase Launch Meeting

I. Introductions
II. Organizational Roles and Responsibilities
    a. New Staff or New/Modified Roles
    b. Control Agencies (if participating)
    c. Prime Contractor New Staff or Modified Roles
    d. IV&V Contractor
        i. Role of IV&V for this Phase
    e. Roles and Responsibilities (identify any changes, otherwise quickly review)
        i. Managers
            1. Project Managers
            2. Subsystem/Phase Managers
            3. Functional Managers
        ii. Librarian and Configuration Manager
        iii. Issue/Risk Tracking
        iv. Deliverables Submission and Tracking
        v. Meetings
        vi. IT Support/Help Desk
III. Project Background
    a. Review Prior Phase Accomplishments
        i. Discuss Lessons Learned and Changes Resulting from them
    b. Purpose and Approach for Current Phase
        i. Expectations for Project Staff and Prime Contractor
        ii. Goals and Performance Targets (if appropriate)
    c. Project Schedule
        i. Phase Elements
        ii. Major Milestones
IV. Process Review (summarize changes or confirm process contacts are the same)
    a. Scheduling Meetings and Equipment
    b. Library Check-in/Check-out
    c. Document Tracking Process
    d. Deliverable Submission and Review Process
    e. Issue and Action Item Tracking Process
    f. Risk Tracking Process
    g. Status Reporting
    h. Business Travel Approval and Coordination Process
    i. Change Request Process (for requirements)
    j. IT Help Desk

Handouts

- Organizational Chart/Floor Plan/Phone Lists (if updated)
- Process Descriptions (if updated)
- Recurring Meeting Schedule (if updated)
- Phase Schedule